



# Official Gazette

## City of Spokane, Washington

Statement of City Business, including a Summary of the Proceedings of the City Council

Volume 113

FEBRUARY 8, 2023

Issue 6



### MAYOR AND CITY COUNCIL

MAYOR NADINE WOODWARD

COUNCIL PRESIDENT BREEAN BEGGS

COUNCIL MEMBERS:

JONATHAN BINGLE (DISTRICT 1)

MICHAEL CATHCART (DISTRICT 1)

LORI KINNEAR (DISTRICT 2)

KAREN STRATTON (DISTRICT 3)

BETSY WILKERSON (DISTRICT 2)

ZACK ZAPPONE (DISTRICT 3)

### The Official Gazette

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# Minutes

**NOTICE****MEETING MINUTES OF SPOKANE CITY COUNCIL****Monday, January 30, 2023**

The minutes for the Monday, January 30, 2023, Spokane City Council Meeting were not available for publication in this issue of the *Official Gazette*. The minutes will be published in the Wednesday, February 15, 2023, issue of the *Official Gazette*.

**MINUTES OF SPOKANE CITY COUNCIL****Monday, January 23, 2023****BRIEFING SESSION**

The Briefing Session of the Spokane City Council held on the above date was called to order at 3:30 p.m. in the Council Chambers in the Lower Level of the Municipal Building, 808 West Spokane Falls Boulevard, Spokane, Washington.

**Roll Call**

On roll call, Council President Beggs and Council Members Bingle, Cathcart, Kinnear, Stratton, Wilkerson (participated by telephone), and Zappone were present.

City Administrator Johnnie Perkins; Hannahlee Allers, Director-City Council Office; Assistant City Attorney Lauren Beattie; and Acting City Clerk Laurie Farnsworth were also present for the meeting.

**Current Agenda Review**

The City Council reviewed the January 23, 2023, Current Agenda.

**Suspension of Council Rules**

**Motion** by Council Member Kinnear, seconded by Council Member Zappone, **to suspend** the Council Rules for the purposes of adding items to tonight's Legislative Agenda; **carried 7-0**.

**Resolution 2023-0011 (Council Sponsors: Council Members Wilkerson and Kinnear)**

**Motion** by Council Member Kinnear, seconded by Council Member Bingle, **to add** Resolution 2023-0011—approving settlement of claim for damages of Danion Shawn and Michelle Setzer as a result of damage to their property—to tonight's Legislative Agenda; **carried 7-0**.

**Resolution 2022-0097 (Deferred from December 5, 2023, Agenda) (Council Sponsors: Council Members Bingle and Cathcart)**

**Motion** by Council Member Bingle, seconded by Council Member Cathcart, **to defer indefinitely** (for further discussion). Resolution 2022-0097 affirming the use and importance of dams as a sustainable and reliable source of essential functions on which the citizenry has come to depend; **carried 7-0**.

**Final Reading Ordinance C36330 (Deferred from December 5, 2023, Agenda) (Council Sponsors: Council President Beggs and Council Member Stratton)**

**Motion** by Council Member Stratton, seconded by Council Member Cathcart, **to defer** Final Reading Ordinance C36330 (establishing a local program for assisting landlords and tenants in Spokane) to February 27, 2023, Agenda; **carried 7-0**.

**Resolution 2023-0009 (Council Sponsors: Council President Beggs and Council Member Kinnear)**

**Motion** by Council Member Kinnear, seconded by Council Member Wilkerson, **to add** Resolution 2023-0009—approving the appointment of Christopher Wright as the Policy Advisor for the Spokane City Council—to tonight's Legislative Agenda; **carried 5-1** (Council Member Bingle voting "no" and Council Member Stratton **abstaining**).

**Resolution 2023-0010 (Council Sponsors: Council President Beggs and Council Member Zappone)**

**Motion** by Council Member Kinnear, seconded by Council Member Zappone, **to add** Resolution 2023-0010—expressing written notice to the owner of 4320 E. Trent Avenue that the City of Spokane intends to purchase the building—to tonight's Legislative Agenda; **carried 7-0**.

**Boards and Commission Appointments**

Spokane Housing Authority Board (CPR 1981-0487), Spokane Historic Landmarks Commission – At Large Position (CPR 1981-0122)

**Motion** by Council Member Bingle, seconded by Council Member Stratton, **to defer** the following appointments to allow for interviews, **carried 7-0**:

- Appointment of Marcus Kelsey to the Spokane Housing Authority Board for five-year term from January 1, 2023, to December 31, 2027.
- Appointment of Elizabeth Geneva Wood to the Spokane Historic Landmarks Commission – At Large Position for three-year term from January 1, 2023, to December 31, 2025.

**Interview of Thomas Sawyer**

Mr. Sawyer, whose appointment will be voted on at tonight's Legislative Session, for a position on the Spokane Historic Landmarks Commission, introduced himself, provided information about his experience, and background and responded to questions from the City Council.

Council President Beggs excused Council Member Wilkerson for the remainder of the Briefing Session.

**Action to Approve January 23, 2023, Current Agenda**

Following staff reports and Council inquiry and discussion regarding the January 23, 2023, Current Agenda items, the City Council took the following action (pursuant to Council Rule 2.1.B):

**Motion** by Council Member Kinnear, seconded by Council Member Stratton, **to approve**, as amended, the January 23, 2023, Current Agenda; **carried 6-0**. (Council Member Wilkerson signed off at approximately 4:00 p.m. prior to this action.)

**Advance Agenda Review**

The City Council received an overview from staff on the January 30, 2023, Advance Agenda items.

Emergency Ordinance C36259 (Deferred from October 24, 2022, Agenda) (Council Sponsors: Council President Beggs and Council Member Kinnear)

**Motion** by Council Member Zappone, seconded by Council Member Bingle, **to defer** Emergency Ordinance C36259—specifying the process for the conduct of collective bargaining; renaming chapter 03.07; and enacting a new section 03.07.005 of the Spokane Municipal Code; and declaring an emergency—to February 13, 2023; **carried 6-0**.

**Action to Approve January 30, 2023, Advance Agenda, as amended**

Following staff reports and Council inquiry and discussion regarding the January 30, 2023, Advance Agenda items, the City Council took the following action (pursuant to Council Rule 2.1.B):

**Upon 6-0 Voice Vote**, the City Council **approved** the January 30, 2023, Advance Agenda, as amended.

**Council Recess/Executive Session**

The City Council adjourned at 4:31 p.m. No Executive Session was held. The City Council reconvened at 6:00 p.m. for the Legislative Session.

**LEGISLATIVE SESSION****Pledge of Allegiance**

The Pledge of Allegiance was led by Council President Beggs.

**Roll Call**

On roll call, Council President Beggs and Council Members Bingle, Cathcart, Kinnear, Stratton, Wilkerson (participating by telephone), and Zappone were present.

Hannahlee Allers, Director-City Council Office; Assistant City Attorney Lauren Beattie; and Acting Clerk Laurie Farnsworth were also present for the meeting.

**Poetry at the Podium- Collaboration with Spokane Arts**

Sharon Clarkburland read "Amtrak."

There were no **Proclamations**.

There were no **Council Committee Reports**.

There were no **Administrative Reports**.

There were no **Reports from Neighborhood Councils**.

#### **BOARDS AND COMMISSIONS APPOINTMENTS**

**Salary Review Commission (CPR 2007-0040), Spokane Housing Authority Board (CPR 1981-0487), Spokane Historic Landmarks Commission – Contractor (CPR 1981-0122), Spokane Historic Landmarks Commission – At Large Position (CPR 1981-0122), and Spokane Public Library Board (CPR 1981-0400)**

**Upon 7-0 Voice Vote (in the affirmative)**, the City Council approved (and thereby confirmed) the following:

- Appointment of Carl Reed Jessen to the Salary Review Commission for four-year term from January 1, 2023, to December 31, 2026.
- Appointment of J. Thomas Sawyer to the Spokane Historic Landmarks Commission - Contractor for four-year term from January 1, 2023, to December 31, 2026.
- Appointment of Shelby Lambdin to the Spokane Public Library Board for term from January 1, 2023, to March 31, 2026.

**Upon 6-1 Voice Vote (in the affirmative, Council Member Bingle voting “no”)**, the City Council approved (and thereby confirmed) the following:

- Appointment of Danielle DeJaegher to the Spokane Public Library Board for term from April 1, 2023, to March 31, 2028.

#### **OPEN FORUM**

The following individual(s) spoke during Open Forum:

- Tanya Comstock
- William Hulings
- Katherine Corrick
- Terri Anderson
- Justice Forral
- Salvador Recinos
- Christine Quinn
- Madden Tavernisi

#### **CONSENT AGENDA**

Subsequent to the opportunity for public testimony, with one individual requesting to speak, and an opportunity for Council commentary, the following action was taken:

**Upon 7-0 (in the affirmative), the City Council approved Staff Recommendations for the following items:**

Interagency Agreement between the Spokane Police Department (SPD) and the Washington State Criminal Justice Training Commission regarding reimbursement to SPD for various costs of holding and conducting three Basic Law Enforcement Academies per year—\$825,000 estimated revenue. (OPR 2023-0031) (Council Sponsors: Council Members Kinnear and Stratton)

Low Bid of Inland Asphalt Company (Spokane Valley, WA) for the 2022 Residential Grind and Overlay project—\$1,690,000 (plus tax). A 10% administrative reserve of \$169,000 (plus tax), will be set aside. (Various neighborhoods) (OPR 2023-0032 / ENG 2022044) (Council Sponsor: Council Member Kinnear)

Contract Amendment with SHI International Corporation (Somerset, NJ) for final payment for Microsoft 0365 Licensing which was purchased utilizing Sourcewell Contract No. 081419-SHI—\$172,344.85 (incl. tax). (OPR 2020-0888) (Council Sponsor: Council Member Cathcart)

Second Amended and Restated Community Revitalization Financing and Tax Increment Area Agreement with Spokane County clarifying that Beacon Hill sub-area improvements may be constructed and installed by a private developer pursuant to a reimbursement agreement between the County and the private developer. (OPR 2013-0548) (Council Sponsors: Council Members Cathcart and Bingle)

Final Contract Extension with the East Spokane Business Association for management of the East Sprague business improvement district from January 1, 2023, through December 31, 2026. (OPR 2017-0640) (Council Sponsors: Council Members Wilkerson and Kinnear)

Grant Award from the Smith-Barbieri Progressive Fund to be utilized in Community Court and Veteran's Court to purchase bus passes and basic needs for the court participants—\$13,000 revenue. (Relates to Special Budget Ordinance C36350) (OPR 2023-0034) (Council Sponsors: Council President Beggs and Council Member Wilkerson)

Interagency Agreement between Spokane Municipal Court and the Washington Traffic Safety Commission to provide grant funding from the U.S. Department of Transportation National Highway Traffic Safety Administration for drug and alcohol testing for DUI Court participants from October 1, 2022, through September 30, 2023—\$50,000 revenue. (Relates to Special Budget Ordinance C36351) (OPR 2023-0035) (Council Sponsors: Council President Beggs and Council Member Wilkerson)

Grant Agreements between Spokane Municipal Court and the Washington State Administrative Office of the Courts in support of a Domestic Violence Intervention Therapeutic Court (DVITC), to be developed and launched in the first quarter of 2023, from July 1, 2022, through June 30, 2023 for:

- a. Treatment services for those with substance abuse disorders or other behavioral needs (Agreement No. GRT23999)—\$421,018 revenue. (OPR 2023-0036)
- b. Additional community justice counselors (Agreement No. IAA23976)—\$293,800 revenue. (OPR 2023-0037) (Relate to Special Budget Ordinance C36352) (Council Sponsors: Council President Beggs and Council Member Wilkerson)

Report of the Mayor of pending:

- a. Claims and payments of previously approved obligations, including those of Parks and Library, through January 6, 2023, total \$5,365,029.07 (Check Nos.: 591281-591374; ACH Nos.: 111239-111382), with Parks and Library claims approved by their respective boards. Warrants excluding Parks and Library total \$5,353,108.29. (CPR 2023-0002)
- b. Claims and payments of previously approved obligations, including those of Parks and Library, through January 13, 2023, total \$8,370,749.39 (Check Nos.: 591375-591531; ACH Nos.: 111383-111647), with Parks and Library claims approved by their respective boards. Warrants excluding Parks and Library total \$7,946,490.25. (CPR 2023-0002)
- c. Payroll claims of previously approved obligations through January 7, 2023: \$8,985,069.95 (Check Nos.: 566671-566783). (CPR 2023-0003)

City Council Meeting Minutes: January 12 and January 19, 2023. (CPR 2023-0013)

### **Lunar New Year Celebration**

Council Member Cathcart requested a point of personal privilege and announced the Lunar New Year Celebration would be held on Saturday, January 28, starting at 1:00 p.m. at the Spokane Convention Center. There are various activities planned throughout the day with fireworks at 7:00 p.m.

## **LEGISLATIVE AGENDA**

### **SPECIAL BUDGET ORDINANCES**

**Special Budget Ordinance C36350 (Relates to OPR 2023-0034 on the Consent Agenda) (Council Sponsors: Council President Beggs and Council Member Zappone)**

Subsequent to an opportunity for public testimony, with no individuals requesting to speak, and Council commentary, the following action was taken:

**Upon 7-0 Roll Call Vote**, the City Council **passed Special Budget Ordinance C36350**, amending Ordinance No. C36345 passed by the City Council December 12, 2022, and entitled, "An Ordinance adopting the Annual Budget of the City of Spokane for 2023, making appropriations to the various funds of the City of Spokane government for the fiscal year ending December 31, 2023, and providing it shall take effect immediately upon passage," and declaring an emergency and appropriating funds in:

Miscellaneous Grants Fund

1) Increase revenue by \$13,000.

A) Of the increased revenue, \$13,000 is provided by the Smith-Barbieri Progressive Fund for both the Veterans and Community Courts.

2) Increase appropriation by \$13,000.

A) Of the increased appropriation, \$1,600 is provided solely for travel to assist court participants' participation.

B) Of the increased appropriation, \$11,400 is provided solely for procurement of basic needs.

(This action arises from the need to accept the Smith-Barbieri Progressive Fund court grants.)

**Ayes:** Beggs, Bingle, Cathcart, Kinnear, Stratton, Wilkerson, and Zappone

**Nays:** None

**Abstain:** None

**Absent:** None

**Special Budget Ordinance C36351 (Relates to OPR 2023-0035 on the Consent Agenda) (Council Sponsors: Council President Beggs and Council Member Wilkerson)**

Subsequent to an opportunity for public testimony, with no individuals requesting to speak, and Council commentary, the following action was taken:

**Upon 7-0 Roll Call Vote**, the City Council **passed Special Budget Ordinance C36351**, amending Ordinance No. C36345 passed by the City Council December 12, 2022, and entitled, "An Ordinance adopting the Annual Budget of the City of Spokane for 2023, making appropriations to the various funds of the City of Spokane government for the fiscal year ending December 31, 2023, and providing it shall take effect immediately upon passage," and declaring an emergency and appropriating funds in:

Miscellaneous Grants Fund

1) Increase revenue by \$50,000.

A) Of the increased revenue, \$50,000 is provided by the Washington Traffic Safety Commission as part of the Impaired Driving Strategic Plan.

2) Increase appropriation by \$50,000.

A) Of the increased appropriation, \$50,000 is provided solely for procurement of drug tests.

(This action arises from the need to accept the Washington Traffic Safety Commission's DUI court grant.)

**Ayes:** Beggs, Bingle, Cathcart, Kinnear, Stratton, Wilkerson, and Zappone

**Nays:** None

**Abstain:** None

**Absent:** None

**Special Budget Ordinance C36352 (Relates to OPR 2023-0036 and OPR 2023-0037 on the Consent Agenda) (Council Sponsors: Council President Beggs and Council Member Wilkerson)**

Subsequent to an opportunity for public testimony, with no individuals requesting to speak, and Council commentary, the following action was taken:

**Upon 7-0 Roll Call Vote**, the City Council **passed Special Budget Ordinance C36352**, amending Ordinance No. C36345 passed by the City Council December 12, 2022, and entitled, "An Ordinance adopting the Annual Budget of the City of Spokane for 2023, making appropriations to the various funds of the City of Spokane government for the fiscal year ending December 31, 2023, and providing it shall take effect immediately upon passage," and declaring an emergency and appropriating funds in:

Miscellaneous Grants Fund

1) Increase revenue by \$714,818.

A) Of the increased revenue, \$714,818 is provided by the Administrative Office of the Courts for the Domestic Violence Intervention Therapeutic Court.

2) Increase appropriation by \$714,818.

A) Of the increased appropriation, \$290,018 is provided solely for personnel salaries and benefits.

B) Of the increased appropriation, \$18,000 is provided solely for staff equipment and training.

- C) Of the increased appropriation, \$345,000 is provided solely for treatment services and compliance monitoring.
- D) Of the increased appropriation, \$61,800 is provided solely for other participant services.

(This action arises from the need to accept the Administrative Office of the Courts DVITC grant.)

**Ayes:** Beggs, Bingle, Cathcart, Kinnear, Stratton, Wilkerson, and Zappone  
**Nays:** None  
**Abstain:** None  
**Absent:** None

There were no **Emergency Ordinances**.

## RESOLUTIONS

**For action on Resolution 2022-0097, see sections of minutes under 3:30 p.m. Briefing Session.**

### **Resolution 2023-0006 (Council Sponsors: Council Members Stratton and Kinnear)**

Subsequent to an opportunity for public testimony, with one individual requesting to speak, and Council commentary, the following action was taken:

**Upon 7-0 Roll Call Vote**, the City Council **adopted Resolution 2023-0006** appointing Patrick Striker as the Director of Neighborhood Services.

**Ayes:** Beggs, Bingle, Cathcart, Kinnear, Stratton, Wilkerson, and Zappone  
**Nays:** None  
**Abstain:** None  
**Absent:** None

### **Resolution 2023-0009 (As added during the 3:30 p.m. Briefing Session) (Council Sponsors: Council President Beggs and Council Member Kinnear)**

Subsequent to an opportunity for public testimony, with one individual requesting to speak, and Council commentary, the following action was taken:

**Upon 4-2 Roll Call Vote**, the City Council **adopted Resolution 2023-0009** approving the appointment of Christopher Wright as the Policy Advisor for the Spokane City Council.

**Ayes:** Beggs, Kinnear, Wilkerson, and Zappone  
**Nays:** Bingle and Cathcart  
**Abstain:** Stratton  
**Absent:** None

### **Resolution 2023-0010 (as added during the 3:30 p.m. Briefing Session) (Council Sponsors: Council President Beggs and Council Member Zappone)**

Subsequent to an opportunity for public testimony, with two individuals requesting to speak, and Council commentary, the following action was taken:

**Upon 5-2 Roll Call Vote**, the City Council **adopted Resolution 2023-0010** expressing written notice to the owner of 4320 E. Trent Avenue that the City of Spokane intends to purchase the building.

**Ayes:** Beggs, Kinnear, Stratton, Wilkerson, and Zappone  
**Nays:** Bingle and Cathcart  
**Abstain:** None  
**Absent:** None

### **Resolution 2023-0011 (as added during the 3:30 p.m. Briefing Session) (Council Sponsors: Council Members Wilkerson and Kinnear)**

Subsequent to an opportunity for public testimony, with no individuals requesting to speak, and Council commentary, the following action was taken:

**Upon Unanimous Roll Call Vote**, the City Council **adopted Resolution 2023-0011** approving settlement of claim for damages of Danion Shawn and Michelle Setzer as a result of damage to their property.

**Ayes:** Beggs, Bingle, Cathcart, Kinnear, Stratton, Wilkerson, and Zappone  
**Nays:** None  
**Abstain:** None  
**Absent:** None

There were no **First Reading Ordinances**.

## **FINAL READING ORDINANCES**

For action on Final Reading Ordinance C36330, see sections of minutes under 3:30 p.m. Briefing Session.

There were no **Special Considerations**.

There were no **Special Hearings**.

## **Retirement of John Delay – Director of City Channel 5**

Council President Beggs acknowledged this meeting is John Delay's last meeting before his retirement. He thanked Mr. Delay for his many years of fine service.

## **ADJOURNMENT**

There being no further business to come before the City Council, the Regular Legislative Session of the Spokane City Council adjourned at 7:07 p.m.

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**MEETING MINUTES**  
**City of Spokane**  
**City Council Study Session**  
**February 2, 2023**

**Call to Order:** 11:04 a.m.

Recording of the meeting may be viewed here at <https://vimeo.com/spokanecitycouncil>.

Direct link: <https://vimeo.com/79537645>

### **Attendance:**

Committee Members Present: Council President Breean Beggs, Council Members Kinnear (left at 12:24 p.m.), Stratton, Cathcart, Wilkerson, Zappone and Bingle (left at 12:33 p.m.).

Committee Members Absent: None

### **Agenda Items:**

1. Facilities Update
  - Presenters:  
Matt Boston, City of Spokane
  - Action taken:  
No action taken. Presentation and discussion only.
2. ARPA Update
  - Presenters:  
Matt Boston, City of Spokane
  - Action taken:  
No action taken. Presentation and discussion only.

### **Executive Session:**

None

### **Adjournment:**

The meeting adjourned at 12:46 p.m.

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# Hearing Notices

## NOTICE OF CITY COUNCIL PUBLIC HEARING PROPOSED ORDINANCE C36357

Notice is hereby given that there will be a public hearing before the City of Spokane City Council on **Monday, February 27, 2023, at 6:00 p.m.** in the City Council Chambers, Lower Level of City Hall, 808 West Spokane Falls Boulevard, Spokane, Washington. This public hearing is for an ordinance relating to the establishment of a sales and use tax deferral program for affordable housing; creating a new chapter 08.07D of the Spokane Municipal Code.

Public comment will be accepted at the public hearing. A notice containing information on how to participate in public comment will be included with the posted February 27, 2023, City Council Agenda packet. Agenda packets are posted at the following link: <https://my.spokanecity.org/citycouncil/documents/>.

Any person may submit written comments on the proposed action to [jgunn@spokanecity.org](mailto:jgunn@spokanecity.org) or call for additional information at:

*Spokane City Council*  
Attn: Jeff Gunn, Legislative Assistant to Council Member Zack Zappone  
808 West Spokane Falls Boulevard  
Spokane, WA 99201-3335  
Phone (509) 625-6718  
[jgunn@spokanecity.org](mailto:jgunn@spokanecity.org)

**More information on the process:** A 1<sup>st</sup> reading of the ordinance will occur on Monday, February 13, 2023. A final reading and hearing for the ordinance will occur on the evening of Monday, February 27, 2023, at 6:00 PM. Public testimony will be taken at both the first reading and hearing. The public may also submit written comment to the City Council at [citycouncil2@spokanecity.org](mailto:citycouncil2@spokanecity.org). The City Council may continue this public hearing to a following meeting at their discretion.

**AMERICANS WITH DISABILITIES ACT (ADA) INFORMATION:** The City of Spokane is committed to providing equal access to its facilities, programs and services for persons with disabilities. The Spokane City Council Chamber in the lower level of Spokane City Hall, 808 W. Spokane Falls Blvd., is wheelchair accessible and also is equipped with an infrared assistive listening system for persons with hearing loss. Headsets may be checked out (upon presentation of picture I.D.) at the City Cable 5 Production Booth located on the First Floor of the Municipal Building, directly above the Chase Gallery or through the meeting organizer. Individuals requesting reasonable accommodations or further information may call, write, or email Human Resources at 509.625.6237, 808 W. Spokane Falls Blvd, Spokane, WA, 99201; or [mpiccolo@spokanecity.org](mailto:mpiccolo@spokanecity.org). Persons who are deaf or hard of hearing may contact Human Resources through the Washington Relay Service at 7-1-1. Please contact us forty-eight (48) hours before the meeting date.

# General Notices

## SPOKANE CITY-COUNTY HISTORIC LANDMARKS AGENDA

Wednesday, February 15, 2023

City Council Briefing Center & Webex

808 W. Spokane Falls Blvd.

I. Public Hearing: 3:00 P.M.

**A. Spokane Register Nomination (per SMC 17D.100.020):**

1. Blake House – 2615 W Maxwell Avenue
2. Highland Park United Methodist Church – 611 S Garfield Street
3. Waldean Apartments – 1428 W Dean Avenue

Members of the general public are encouraged to join the on-line meeting using the following information:

**To participate via video**, on your computer or mobile device, follow the link: <https://bit.ly/3KMEif7>

**To participate by phone**

Dial: 1-408-418-9388

Enter # when prompted for an attendee ID: 2485 759 6416

Password: 783EPyJQvJh

**AMERICANS WITH DISABILITIES ACT (ADA) INFORMATION:** The City of Spokane is committed to providing equal access to its facilities, programs and services for persons with disabilities. The Council Briefing Center in the lower level of Spokane City Hall, 808 W. Spokane Falls Blvd., is wheelchair accessible and also is equipped with an infrared assistive listening system for persons with hearing loss. Headsets may be checked out (upon presentation of picture I.D.) through the meeting organizer. Individuals requesting reasonable accommodations or further information may call, write, or email Human Resources at 509.625.6237, 808 W. Spokane Falls Blvd, Spokane, WA, 99201; or [mpiccolo@spokanecity.org](mailto:mpiccolo@spokanecity.org). Persons who are deaf or hard of hearing may contact Human Resources through the Washington Relay Service at 7-1-1. Please contact us forty-eight (48) hours before the meeting date.

# Job Opportunities

**We are an equal opportunity employer and value diversity within our organization. We do not discriminate on the basis of race, religion, color, national origin, gender identity, sexual orientation, age, marital status, familial status, genetic information, veteran/military status, or disability status.**

## PERMIT TECHNICIAN I SPN 009 OPEN ENTRY

**DATE OPEN:** Monday, February 6, 2023**DATE CLOSED:** Monday, February 20, 2023 at 4:00 p.m.**SALARY:** \$41,446.80 annual salary, payable bi-weekly, to a maximum of \$65,124.72**DESCRIPTION:**

Performs difficult clerical and technical processing work in the issuance of a wide variety of construction-related permits.

**DUTIES:**

- Interacts with the public to provide a full range of customer service related support activities, which includes providing information, handling or obtaining details of permitting needs, and receiving payments.
- Receives and responds to a high volume of telephone inquiries and web requests, representing the City to the public over the telephone and through written correspondence, in a professional and effective manner.
- Reviews and approves applications for minor residential construction projects, such as the addition or alteration of fences, garages, sheds and swimming pools. Issues permits for approved applications.
- Issues trade and street obstruction permits. Issues construction-related permits including but not limited to building, sewer, and water.
- Assists applicants in preparing permit applications. Routes applications to appropriate City staff for detailed technical review.
- Explains basic permit requirements, procedures and fees to the public. Answers code-related questions regarding residential and commercial construction. Responds to other inquiries from customers and citizens.
- Calculates fees for applications and permits. Receives money from the public, gives change, and issues receipts. Processes refunds and balances daily receipts.
- Researches and provides information regarding locations of property boundaries, public and private sewer and water utilities and services.
- Assigns appropriate addresses for new parcels.
- Operates standard office machines, scales, and mapping software. Obtains information from plans and maps.
- Updates records and databases; prepares reports.
- Performs related work as required.

**MINIMUM QUALIFICATIONS:****Open Entry Requirements:**

(Open-entry applicants must meet all requirements when they apply.)

- *Education:* Completion of one year of college (45 quarter or 30 semester credit hours) to include mathematics, science and English; **AND**

- *Experience:* One year of experience in building/engineering plan review or in issuing construction-related permits.
- *Substitution:* Additional education may substitute for experience, or vice versa, on a year-for-year basis.

**EXAMINATION DETAILS:**

Applicants must meet the minimum qualifications and pass the examination for this position to be eligible for hire. Qualified applicants are encouraged to apply immediately. All applicants must complete and submit a City of Spokane employment application online by 4:00 p.m. on the filing cut-off date.

Upon request, at time of application, City of Spokane will provide alternative accessible tests to individuals with disabilities that impair manual, sensory or speaking skills needed to take the test, unless the test is intended to measure those skills.

The examination will consist of an online, multiple-choice test, with weights assigned as follows:

- Multiple-Choice Test 100%

**EXAMINATION DETAILS:**

This is an online examination and will require a computer. **If you do not have access to a computer, please notify Civil Service so that one may be provided.**

A link to the Permit Technician I examination, with instructions, will be emailed prior to 4:00 p.m. Pacific time on Thursday, February 23, 2023. Please note that this email will be sent from FastTest ([noreply@fasttestweb.com](mailto:noreply@fasttestweb.com)). The test will be available for log-in from 4:00 p.m. Pacific time on Thursday, February 23, 2023, until 4:00 p.m. Pacific time the following Tuesday, February 28, 2023.

**NOTE: You may begin the exam at any time during the test period; however, once you begin, you will have 2 hours and 15 minutes to complete the examination. You may take the exam only once during the open recruitment period.**

The examination may include such subjects as:

- Attention to Detail
- Computer Skills
- Customer Service
- Interpersonal Skills
- Written Communication
- Reading Comprehension
- Mathematics
- Problem Solving

**TO APPLY:**

**An application is required for promotional applicants.** Applications must be completed online at: <http://my.spokanecity.org/jobs> by 4:00 p.m. on the filing cut-off date. Copies of required additional documents may be attached to your application or submitted via any of the following:

- Email: [civilservice@spokanecity.org](mailto:civilservice@spokanecity.org) with Job Title – Applicant Name in the subject line of the email
- In person or mail to: Civil Service Commission, 4<sup>th</sup> Floor-City Hall, 808 W. Spokane Falls Blvd., Spokane, WA 99201
- Fax: (509) 625-6077

Please contact our office at 509-625-6160 immediately if you have any difficulties submitting your application.

By order of the SPOKANE CIVIL SERVICE COMMISSION, dated at Spokane, Washington, this 2nd day of February 2023.

MARK LINDSEY  
Chair

KELSEY PEARSON  
Chief Examiner

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**PROGRAM PROFESSIONAL SPN 039**  
**OPEN ENTRY**

**DATE OPEN:** Monday, February 6, 2023                      **DATE CLOSED:** Monday, February 27, 2023 at 4:00 p.m.  
**SALARY:** \$67,567.68 annual salary, payable bi-weekly, to a maximum of \$95,693.04

**DESCRIPTION:**

*Do you enjoy working independently and within teams while managing various programs and special projects? Do you appreciate work that has a meaningful impact on the community? If so, a career as a Program Professional at the City of Spokane may be the perfect career move for you!*

*We are currently accepting applications for Program Professional positions. These positions exist in several departments throughout the organization; for example, the Neighborhood, Housing and Human Services Division and the Engineering Department to name a few. This is a unique opportunity to have a positive influence on Spokane citizens, while collaborating with various local organizations and departments across the City. An ideal candidate has strong communications skills, is self-motivated, works well with the community and public partners, and can effectively collaborate inside and outside of the organization.*

*Many Program Professional positions will have access to flexible schedules and training and professional development opportunities. Employees also receive generous health, dental, paid leave and retirement benefits. Do not miss this great opportunity - apply today!*

**DUTIES:**

- Develops, implements, and administers programs, initiatives, and related budgets or grants, and ensures compliance in accordance with applicable laws policies and guidelines.
- Works with a wide range of community members, government and non-government representatives and officials, contractors, and other City departments to develop and implement a wide variety of programs and initiatives.
- May provide operational direction to program staff and employees; trains, provides technical assistance and direction, and disseminates pertinent information.
- Plans and manages various team or committee activities. Provides coordination of schedules, notices, permits, and other pertinent details as needed for special projects.
- Plans and coordinates processes and requirements, such as development and scoring of publicly released requests for proposals grant applications, etc., and oversees programs.
- May be required to travel to various sites to conduct or monitor program elements.
- Operates standard office machines, personal computers, and applicable software.
- Performs document control and database management. May prepare and manage the budget for various programs. Assists in the preparation of the department's annual budget.
- Negotiates contract awards, manages program documents and files, and prepares reports as required.
- Performs related work as required.

**MINIMUM QUALIFICATIONS:**

*Combinations of education and experience that are equivalent to the following minimum qualifications may be acceptable.*

**Open Entry Requirements:**

(Open-entry applicants must meet all requirements when they apply.)

- *Education:* Graduation from an accredited four-year college or university with a degree in Social Science, Business, Public Administration, Government, or related field. **AND**
- *Experience:* Two years of professional experience in program planning, administration and coordination.

**EXAMINATION DETAILS:**

Applicants must meet the minimum qualifications and pass the examination for this position to be eligible for hire. We encourage you to apply immediately. Online applications must be completed and submitted before 4:00 p.m. on the closing date.

Upon request, at time of application, the City will provide alternative accessible tests to individuals with disabilities that impair manual, sensory or speaking skills needed to take the test, unless the test is intended to measure those skills.

The examination will consist of a Training and Experience Evaluation (T&E) with scoring weight assigned as follows:

- T&E: 100%

**TRAINING AND EXPERIENCE EVALUATION DETAILS:**

The T&E examination consists of a Supplemental Questionnaire. The questions may be viewed online under the tab marked "QUESTIONS" on the job announcement page. The T&E must be submitted online at the time of application.

- Responses to your T&E questions should be consistent with the information given in your application details, and are subject to verification.
- Failure to complete all of the questions or incomplete responses will result in a lower score; therefore, it is advantageous for you to provide a full and complete response to each supplemental question.
- Resumes or questionnaires uploaded as attachments to the application will not be accepted in lieu of completing each question online.
- "See Resume" or "See above", etc. are not qualifying responses and will not be considered.
- Changes or corrections to your responses cannot be made once your application packet has been submitted. Duplicate applications will be disqualified
- TIP: It may be more efficient to develop your responses in a word processing document and then paste them into the online questionnaire to be submitted.

**TO APPLY:**

An application is required for promotional applicants. Applications must be completed online at: <http://my.spokanecity.org/jobs> by 4:00 p.m. on the filing cut-off date. Copies of required additional documents may be attached to your application or submitted via any of the following:

- Email: [civilservice@spokanecity.org](mailto:civilservice@spokanecity.org) with Job Title – Applicant Name in the subject line of the email
- In person or mail to: Civil Service Commission, 4<sup>th</sup> Floor-City Hall, 808 W. Spokane Falls Blvd., Spokane, WA 99201
- Fax: (509) 625-6077

Please contact our office at 509-625-6160 immediately if you have any difficulties submitting your application.

By order of the SPOKANE CIVIL SERVICE COMMISSION, dated at Spokane, Washington, this 2nd day of February 2023.

MARK LINDSEY  
Chair

KELSEY PEARSON  
Chief Examiner

**AMENDMENT**

**AMENDMENT**

**AMENDMENT**

**LANDSCAPE ARCHITECT**

SPN 248

(Announcement of 1/16/2023)

The above titled announcement is hereby amended to read:

**Closing Date: 02/27/2023**

**EXAMINATION DETAILS:**

Applicants must meet the minimum qualifications and pass the examination for this position to be eligible for hire.

**Qualified applicants are encouraged to apply immediately. All applicants must complete and submit a City of Spokane employment application online by 4:00 p.m. on the filing cut-off date.**

Upon request, at time of application, the City will provide alternative accessible tests to individuals with disabilities that impair manual, sensory or speaking skills needed to take the test, unless the test is intended to measure those skills. The examination will consist of a Training and Experience Evaluation (T&E), with scoring weight assigned as follows:

- T&E 100%

**TRAINING AND EXPERIENCE EVALUATION DETAILS**

Qualified applicants will receive a link to the Landscape Architect T&E, via email, prior to 4:00 p.m. Pacific Time on Thursday, March 2, 2023. Please note that this email will be sent from FastTest ([noreply@fasttestweb.com](mailto:noreply@fasttestweb.com)). The test will be available for log-in until 4:00 p.m. Pacific time on Tuesday, March 7, 2023.

- Copies of your college or university transcripts (unofficial transcripts are accepted) are a required part of this application and will be used to verify that you meet the minimum qualifications as posted on the job announcement.
- Responses to your T&E questions should be consistent with the information given in your application details. Answers are subject to verification.

- Failure to complete all of the questions or incomplete responses will result in a lower score; therefore, it is advantageous for you to provide a full and complete response to each supplemental question.
- Resumes or questionnaires uploaded as attachments will not be accepted in lieu of completing each question online.
- "See Resume" or "See above," etc., and copy/paste from a previous answer are not qualifying responses and will not be considered.

TIP: It may be more efficient to develop your responses in a word processing document and then paste them into the online questionnaire to be submitted.

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### HEAVY EQUIPMENT MECHANIC SPN 636 OPEN ENTRY

**DATE OPEN:** Monday, February 6, 2023

**DATE CLOSED:** Monday, February 20, 2023 at 4:00 p.m.

**SALARY:** \$49,172.40 annual salary, payable bi-weekly, to a maximum of \$76,796.64

**DESCRIPTION:**

Perform specialized and skilled journey-level work in the repair and maintenance in all facets of heavy trucks and construction equipment.

**DUTIES:**

- Repairs and maintains major components of complex construction equipment such as garbage trucks, graders, street sweepers, front-end loaders, backhoes and trucks which are designed to haul in excess of 12,000 lb. pay loads. This work includes diesel engines, complex transmissions and hydraulic systems, as well as all other related mechanical work.
- Applies mechanical, machinist, and welding skills in the repair, maintenance and fabrication of parts for heavy automotive and mechanical equipment chassis, attachments, and implements.
- Plans work procedure using manuals, charts and the available tools of the trade.
- Orders necessary parts for repair from parts room. Discusses major overhauls and repairs with foreperson to determine extent of repairs.
- Operates and maintains equipment, tools, and tools inventory used in the trade, cleans work environment, and follows proper safety practices.
- Performs related work as required.

**MINIMUM QUALIFICATIONS:**

**Open Entry Requirements:**

*Combinations of education and experience that are equivalent to the following minimum qualifications are acceptable.*

- *Experience:* Four years of work experience as a heavy equipment mechanic.

**License and Certifications:**

(Qualified applicants and employees in this job class must meet these requirements.)

- License: Must possess and maintain a valid driver's license
- Must obtain a Class "A" Commercial Driver's License (CDL) within one year of appointment.

**NOTE:** Individuals in the classification of Heavy Equipment Mechanic who have obtained and maintain ASE certification as a Master Truck Technician will be eligible for a two grade pay adjustment. The adjustment is contingent on the budget process and Civil Service verification of the certification.

**NOTE:** Individuals in the classification of Heavy Equipment Mechanic working in the Fire Department who have obtained and maintain ASE certification as a Master Truck Technician will be eligible for a two grade pay adjustment (from the base range), and will be eligible for an additional two grade pay adjustment for obtaining and maintaining a Master Fire Apparatus Technician certification from the Emergency Vehicle Technician Certification Commission, Inc. The adjustment is contingent on the budget process and Civil Service verification of the certification.

**EXAMINATION DETAILS:**

Applicants must meet the minimum qualifications and pass the examination for this position to be eligible for hire by the City of Spokane.

Qualified applicants are encouraged to apply immediately. All applicants must complete and submit a City of Spokane employment application online by 4:00 p.m. on the filing cut-off date.

Upon request, at time of application, the City will provide alternative accessible tests to individuals with disabilities that impair manual, sensory or speaking skills needed to take the test, unless the test is intended to measure those skills.

The examination will consist of a multiple-choice examination with scoring weight assigned as follows:

- Multiple-Choice Examination 100%

**EXAMINATION DETAILS:**

This is an online examination and will require a computer. **If you do not have access to a computer, please notify Civil Service so that one may be provided.**

A link to the Heavy Equipment Mechanic examination, with instructions, will be emailed prior to 4:00 PM. Pacific time on February 23, 2023. Keep in mind that the test link will be emailed from FastTest ([noreply@fasttestweb.com](mailto:noreply@fasttestweb.com)). The test will be available for log-in from 4:00 p.m. Pacific time on Thursday, February 23, 2023, until 4:00 p.m. Pacific time the following Tuesday, February 28, 2023.

**NOTE: You may begin the exam at any time during the test period; however, once you begin, you will have 2 hours to complete the examination. You may take the exam only once during the open recruitment period.**

The examination may include the following subjects:

- Safety & Supervision
- Engines & Transmissions
- Axles, Steering, & Brakes
- Hydraulics, Fuel, & Cooling Systems
- Lights & Electricity
- Troubleshooting, Testing, & Maintenance

**TO APPLY:**

**An application is required for promotional applicants.** Applications must be completed online at: <http://my.spokanecity.org/jobs> by 4:00 p.m. on the filing cut-off date. Copies of required additional documents may be attached to your application or submitted via any of the following:

- Email: [civilservice@spokanecity.org](mailto:civilservice@spokanecity.org) with Job Title – Applicant Name in the subject line of the email
- In person or mail to: Civil Service Commission, 4<sup>th</sup> Floor-City Hall, 808 W. Spokane Falls Blvd., Spokane, WA 99201
- Fax: (509) 625-6077

Please contact our office at 509-625-6160 immediately if you have any difficulties submitting your application.

By order of the SPOKANE CIVIL SERVICE COMMISSION, dated at Spokane, Washington, this 2nd day of February 2023.

MARK LINDSEY  
Chair

KELSEY PEARSON  
Chief Examiner

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**HEAVY EQUIPMENT MECHANIC SPN 636  
PROMOTIONAL**

**DATE OPEN: Monday, February 6, 2023**

**DATE CLOSED: Monday, February 20, 2023 at 4:00 p.m.**

**SALARY: \$49,172.40 annual salary, payable bi-weekly, to a maximum of \$76,796.64**

**DESCRIPTION:**

Perform specialized and skilled journey-level work in the repair and maintenance in all facets of heavy trucks and construction equipment.

**DUTIES:**

- Repairs and maintains major components of complex construction equipment such as garbage trucks, graders, street sweepers, front-end loaders, backhoes and trucks which are designed to haul in excess of 12,000 lb. pay loads. This work includes diesel engines, complex transmissions and hydraulic systems, as well as all other related mechanical work.
- Applies mechanical, machinist, and welding skills in the repair, maintenance and fabrication of parts for heavy automotive and mechanical equipment chassis, attachments, and implements.
- Plans work procedure using manuals, charts and the available tools of the trade.

- Orders necessary parts for repair from parts room. Discusses major overhauls and repairs with foreperson to determine extent of repairs.
- Operates and maintains equipment, tools, and tools inventory used in the trade, cleans work environment, and follows proper safety practices.
- Performs related work as required.

**MINIMUM QUALIFICATIONS:****Promotional Requirements**

(Current employees of the City of Spokane may meet the promotional requirements. All promotional requirements must be met at the date of the examination.)

- *Experience:* Two years of experience as an Automotive Mechanic (SPN 630), three years of experience as an Equipment Servicer (SPN 626), or four years of experience as a Tire Technician (SPN 624).

**NOTE:** Current non-probationary City employees within the line of progression who meet the Open Entry requirements may apply on a Promotional basis, pursuant to Civil Service Rule VI Section 5 (b).

**Open Entry Requirements:**

*Combinations of education and experience that are equivalent to the following minimum qualifications are acceptable.*

- *Experience:* Four years of work experience as a heavy equipment mechanic.

**License and Certifications:**

(Qualified applicants and employees in this job class must meet these requirements.)

- License: Must possess and maintain a valid driver's license
- Must obtain a Class "A" Commercial Driver's License (CDL) within one year of appointment.

NOTE: Individuals in the classification of Heavy Equipment Mechanic who have obtained and maintain ASE certification as a Master Truck Technician will be eligible for a two grade pay adjustment. The adjustment is contingent on the budget process and Civil Service verification of the certification.

NOTE: Individuals in the classification of Heavy Equipment Mechanic working in the Fire Department who have obtained and maintain ASE certification as a Master Truck Technician will be eligible for a two grade pay adjustment (from the base range), and will be eligible for an additional two grade pay adjustment for obtaining and maintaining a Master Fire Apparatus Technician certification from the Emergency Vehicle Technician Certification Commission, Inc. The adjustment is contingent on the budget process and Civil Service verification of the certification.

**EXAMINATION DETAILS:**

Applicants must meet the minimum qualifications and pass the examination for this position to be eligible for promotion by the City of Spokane.

Qualified applicants are encouraged to apply immediately. All applicants must complete and submit a City of Spokane employment application online by 4:00 p.m. on the filing cut-off date.

Upon request, at time of application, the City will provide alternative accessible tests to individuals with disabilities that impair manual, sensory or speaking skills needed to take the test, unless the test is intended to measure those skills.

The examination will consist of a multiple-choice examination and performance evaluation (PAR), with scoring weight assigned as follows:

- Multiple-Choice Examination 80%
- Performance Evaluation 20%

**EXAMINATION DETAILS:**

- **Testing Date: Thursday, February 23, 2023**
- **Testing Time: 10:00 A.M.**
- **Location: Civil Service (City Hall 808 W Spokane Falls Blvd 4th Floor)**
- **The approximate duration of the test is 2 hours.**

The examination may include the following subjects:

- Safety & Supervision



- Engines & Transmissions
- Axles, Steering, & Brakes
- Hydraulics, Fuel, & Cooling Systems
- Lights & Electricity
- Troubleshooting, Testing, & Maintenance

**PROMOTIONAL EVALUATION DETAILS:**

Pursuant to Civil Service Rule VI, Section 9, an evaluation of an employee's job performance [in the form of a Performance Appraisal Review] shall be a subject in all promotion exams. The PAR should be administered by the employee's supervisor, within the past year.

- The employee's most recent PAR is the Promotional Evaluation for this position.
- If the most recent PAR is expired (older than one year), the employee's payroll clerk and supervisor are notified. The supervisor is responsible for submitting an updated PAR to the HR department for approval prior to the closing date.
- If an updated PAR is not received by the closing date, the most recent PAR on file will be used, regardless of date administered.

**TO APPLY:**

**An application is required for promotional applicants.** Applications must be completed online at: <http://my.spokanecity.org/jobs> by 4:00 p.m. on the filing cut-off date. Copies of required additional documents may be attached to your application or submitted via any of the following:

- Email: [civilservice@spokanecity.org](mailto:civilservice@spokanecity.org) with Job Title – Applicant Name in the subject line of the email
- In person or mail to: Civil Service Commission, 4<sup>th</sup> Floor-City Hall, 808 W. Spokane Falls Blvd., Spokane, WA 99201
- Fax: (509) 625-6077

By order of the SPOKANE CIVIL SERVICE COMMISSION, dated at Spokane, Washington, this 2nd day of February 2023.

MARK LINDSEY  
Chair

KELSEY PEARSON  
Chief Examiner

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**FIRE CAPTAIN SPN 938  
PROMOTIONAL**

**DATE OPEN: Monday, February 6, 2023**                      **DATE CLOSED: Tuesday, February 21, 2023 at 4:00 p.m.**  
**SALARY: \$107,995.47 annual salary, payable bi-weekly, to a maximum of \$119,317.77**

**DESCRIPTION:**

Performs supervisory and skilled firefighting and emergency medical work as both Station Captain and Company Officer of a fire company.

**DUTIES:**

- Responds to all risk emergencies. Determines the best route to incidents and supervises the activities of assigned personnel. Acts as incident commander until relieved by a superior officer. Participates in all phases of emergency operations including incident mitigation and property conservation. Supervises recovery, cleaning, and inspection of company equipment after incidents.
- Responds to medical emergencies, operates medical equipment and exercises clinical judgment.
- Plans and directs the cleaning and care of assigned apparatus, equipment, quarters, and grounds for all shifts. Schedules routine housekeeping, maintenance, and other duties for assigned company. Inspects personnel, quarters, and equipment for operational readiness and quality.
- Prepares, instructs and evaluates drills for assigned personnel in subjects concerning an all-risk response.
- Drives and operates various automotive, mechanical and auxiliary fire apparatus.
- Periodically inspects assigned area to become familiar with buildings, location and condition of fire hydrants and streets, to identify potential fire hazards and dangers, and to compile comprehensive pre-fire plans. Advises superiors regarding such dangers.
- Performs such fire prevention functions as inspection of business establishments, apartment complexes and schools in assigned "first-due" area. Checks for and assists community residents to eliminate hazards and potential fire dangers. Presents fire and injury prevention programs to schools, organizations and the general public.
- Conducts or assists in the investigation of fires in assigned area to determine cause or origin.
- Responsible for all personnel and general administration pertaining to their station.
- Performs related work as required.

**MINIMUM QUALIFICATIONS:****Promotional Requirements:**

(Current employees of the City of Spokane may meet the promotional requirements. All promotional requirements must be met at the date of the examination.)

- *Experience:* Completion of two years of service with the City in the classification of Fire Lieutenant (SPN 936).
- *License:* Possession of a valid driver's license.

**EXAMINATION DETAILS:****EXAM DETAILS:**

Applicants must meet the minimum qualifications and pass the examination for this position to be eligible for hire. The examination will consist of a written multiple-choice test, assessment center, and promotional evaluation worksheet, with weights assigned as follows:

- Written Multiple-choice test 25%
- Promotional Evaluation Worksheet 15%
- Assessment center 60%

**PROMOTIONAL EVALUATION WORKSHEETS:**

An email containing the Promotional Evaluation Worksheet and instructions will be sent to all qualifying applicants the week of February 20, 2023, after the recruitment closes.

**ASSESSMENT ORIENTATION:**

**Civil Service will conduct an assessment center orientation before the multiple-choice exam on March 7, 2023.** The 30-minute orientation will provide an overview of the assessment center process. Specific test content will not be discussed. For a brief overview of assessment centers, please click here: <https://vimeo.com/spokanefire/review/460653325/037d5ee65c>

**WRITTEN MULTIPLE-CHOICE TEST DETAILS:**

**The multiple-choice test will be conducted at the Fire Training Center (1618 N. Rebecca St.) on Tuesday, March 7, 2023, at 9:00 a.m.** The duration of the exam is scheduled for 2 hours. The test will include subjects as outlined in the **2023 SFD Captain Promotional Exam Bibliography**.

**The top 15 candidates will move forward to the assessment center, determined by an initial weighting of written test score (85%) and promotional evaluation worksheet (15%).**

**ASSESSMENT CENTER DETAILS:**

**The assessment center will be conducted at the National Guard Readiness Center (1626 N. Rebecca St.) during the week of March 20, 2023. Qualifying candidates will be notified when to appear for the assessment center.** Assessment order for candidates will be determined from ranking all written scores.

The assessment center will consist of the following three exercises with weights (within the total 60% portion):

- Tactical Problem: 20%
- Oral Board: 20%
- Tabletop Scenarios (Tactical and Interpersonal): 20%

Qualified applicants are encouraged to apply immediately using the online application system. All applicants must complete and submit the online City of Spokane employment application by 4:00 p.m. on the filing cut-off date.

**TO APPLY:**

**An application is required for promotional applicants.** Applications must be completed online at: <http://my.spokanecity.org/jobs> by 4:00 p.m. on the filing cut-off date. Copies of required additional documents may be attached to your application or submitted via any of the following:

- Email: [civilservice@spokanecity.org](mailto:civilservice@spokanecity.org) with **Job Title – Applicant Name** in the subject line of the email
- In person or mail to: Civil Service Commission, 4<sup>th</sup> Floor-City Hall, 808 W. Spokane Falls Blvd., Spokane, WA 99201
- Fax: (509) 625-6077

By order of the SPOKANE CIVIL SERVICE COMMISSION, dated at Spokane, Washington, this 27th day of January 2023.

MARK LINDSEY  
Chair

KELSEY PEARSON  
Chief Examiner

# Notice for Bids

## Paving, Sidewalks, Sewer, etc.

### SIA Transmission Line Crossing Under I-90 Engineering Services File No. 2018107

This project consists of the construction of approximately 215 feet of 48" steel casing pipe installed by trenchless methods, 3,275 feet of 30" ductile iron water pipe, 44 feet of 12" ductile iron water pipe, 54 feet of 8" ductile iron water pipe, 562 square yards of 6-inch thick HMA pavement patching, 172 square yards of 5-inch thick HMA pavement patching, 55 square yards of 2-inch thick HMA pavement patching, 399 linear feet of curb and gutter, 231 square yards of concrete sidewalk, sundry utility adjustments, and other related miscellaneous items.

The City of Spokane will receive bids until 1:00 p.m. February 27, 2023, for the above project located in Spokane, Washington, in accordance with the Contract Documents on file at the Department, Engineering Services. Bids shall be delivered by hand, mail or courier service to City Hall, 808 W. Spokane Falls Blvd. Spokane, WA 99201. Hand delivered bids shall be delivered to the first floor of City Hall between noon and 1:00 p.m. on bid opening day to the purchasing agent present. All bid packages shall be in sealed envelopes marked with the following text: "Attn: Purchasing - Bid Documents Enclosed, YYY Project", where YYY is the project name.

The bids will be publicly opened and read at 1:15 p.m. online using Microsoft Teams. If you would like to view the bid opening, please utilize one of the following options: to watch, go to our website: <https://my.spokanecity.org/business/bid-and-design/current-projects/> click on the link to the Microsoft Teams meeting on the right-hand side of the page. Alternatively, it may be simpler to listen by phone, which can be done as follows: call (323) 618-1887, then enter the access code 533 854 149 followed by #.

The City of Spokane, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252,42 U.S.C. 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

Bids shall be submitted on the forms provided in accordance with the provisions of the Specifications. Irregular bid proposals will be rejected in accordance with the specifications.

Cashier's check, a certified check or surety bond in the sum of five percent (5%) of the Total Project Bid must accompany the copy of the bid filed with the City Clerk. Successful bidder shall execute the Contract within TEN (10) calendar days after receiving the Contract. Should the successful bidder fail to enter into such contract and furnish satisfactory performance bond within the time stated herein, the bid proposal deposit shall be forfeited to the City of Spokane.

The City of Spokane will normally award this Contract or reject bids within FORTY-FIVE (45) calendar days after the time set for the bid opening. If the lowest responsible Bidder and the City of Spokane agree, this deadline may be extended. If they cannot agree on an extension by the 45-calendar day deadline, the City of Spokane reserves the right to Award the Contract to the next lowest responsible Bidder or reject all Bids.

**Note regarding new specifications:** The City of Spokane is using WSDOT's 2022 Standard Specifications.

**Note regarding new apprentice program requirements:** Section 1-07.9(3) herein has been substantially revised including a new bid item and larger penalties for non-compliance.

In accordance with SMC 7.06.500 and RCW 39.04.350(1), the low bidder shall complete the Supplemental Bidder Responsibility Criteria form located in Appendix B. Failure to promptly submit the form including supporting documentation if required may delay award of the Contract.

*This project is funded through the Washington State Drinking Water State Revolving Fund program with federal funds from the Environmental Protection Agency. As such, all Contractors and Subcontractors shall meet the requirements and provisions for DWSRF funded projects.*

*The City of Spokane is an Equal Opportunity and Affirmative Action Employer. Small, Minority – and Women –owned firms are encouraged to submit bids. All work performed on this project will be subject to the higher of the prevailing state or federal wage rates.*

Publish: February 8, 15, & 22, 2023

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**Cochran Basin Stormwater Control Vault  
Engineering Services File No. 2019148**

This project consists of the construction of a below grade concrete cast in place flow control structure, modifications to add flow controls to an existing underground concrete structure (Cochran Pit), a below grade cast in place 40 cfs capacity stormwater pump station, with electrical facilities, including four submersible stormwater pumps, motor controls, and force main piping, approximately 5,900 cubic yards of excavation and embankment, shoring, 695 linear feet of storm sewer and force main, drainage structures, curb, gutter, sidewalk, 2,575 square yards of HMA pavement, concrete panel removal and repair, communication and electrical conduit installation, electrical and controls installations within the existing I03 electrical room and at Downriver Golf Course stormwater treatment Pond F, landscaping and irrigation work, sundry utility adjustments, and other related miscellaneous items.

The City of Spokane will receive bids until 1:00 p.m. February 20, 2023, for the above project located in Spokane, Washington, in accordance with the Contract Documents on file at the Department, Engineering Services. Bids shall be delivered by hand, mail or courier service to City Hall, 808 W. Spokane Falls Blvd. Spokane, WA 99201. Hand delivered bids shall be delivered to the first floor of City Hall between noon and 1:00 p.m. on bid opening day to the purchasing agent present. All bid packages shall be in sealed envelopes marked with the following text: "Attn: Purchasing - Bid Documents Enclosed, YYY Project", where YYY is the project name.

The bids will be publicly opened and read at 1:15 p.m. online using Microsoft Teams. If you would like to view the bid opening, please utilize one of the following options: to watch, go to our website: <https://my.spokanecity.org/business/bid-and-design/current-projects/> click on the link to the Microsoft Teams meeting on the right-hand side of the page. Alternatively, it may be simpler to listen by phone, which can be done as follows: call (323) 618-1887, then enter the access code 533 854 149 followed by #.

The City of Spokane, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252,42 U.S.C. 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

Bids shall be submitted on the forms provided in accordance with the provisions of the Specifications. Irregular bid proposals will be rejected in accordance with the specifications.

Cashier's check, a certified check or surety bond in the sum of five percent (5%) of the Total Project Bid must accompany the copy of the bid filed with the City Clerk. Successful bidder shall execute the Contract within TEN (10) calendar days after receiving the Contract. Should the successful bidder fail to enter into such contract and furnish satisfactory performance bond within the time stated herein, the bid proposal deposit shall be forfeited to the City of Spokane.

The City of Spokane will normally award this Contract or reject bids within FORTY-FIVE (45) calendar days after the time set for the bid opening. If the lowest responsible Bidder and the City of Spokane agree, this deadline may be extended. If they cannot agree on an extension by the 45-calendar day deadline, the City of Spokane reserves the right to Award the Contract to the next lowest responsible Bidder or reject all Bids.

**Note regarding new specifications:** The City of Spokane is using WSDOT's 2022 Standard Specifications.

**Note regarding new apprentice program requirements:** Section 1-07.9(3) herein has been substantially revised including a new bid item and larger penalties for non-compliance.

A non-mandatory prebid conference will be held at the office of Spokane City Hall in the Council Briefing Center at 808 W. Spokane Falls Boulevard starting at 9:00 a.m. on February 8, 2023.

In accordance with SMC 7.06.500 and RCW 39.04.350(1), the low bidder shall complete the Supplemental Bidder Responsibility Criteria form located in Appendix B. Failure to promptly submit the form including supporting documentation if required may delay award of the Contract.

**\*\*\*"It is anticipated that this project will be funded in part by the Washington State Department of Ecology. Neither the State of Washington nor any of its departments or employees are, or shall be, a party to any contract or any subcontract resulting from this solicitation for bids."\*\*\***

Publish: February 1, 8, & 15, 2023

# Notice for Bids

## Supplies, Equipment, Maintenance, etc.

### LIBERTY PARK PLAYGROUND AND RESTROOM RENOVATION City of Spokane

**PW ITB #5829-23**

**Description:** The City of Spokane Parks Department is soliciting electronic bids for the Liberty Park Playground and Restroom Renovation Project

**Pre-Bid Conference:** Thursday, February 9, 2023 at 1:00 pm City Hall – City Council Briefing Center – Lower Level ` 808 W Spokane Falls Blvd., Spokane WA

**Bid Opening:** Sealed electronic bids will be accepted until **Monday, February 27, 2023 at 1:00 pm**. Bids will be publicly opened at 1:15pm. To participate in bid opening, please visit the City's website at <https://my.spokanecity.org/administrative/purchasing/> for the link to attend virtually and the number to attend by telephone. All bid responses must be submitted electronically through the City of Spokane's bidding portal at <https://spokane.procurement.com> before the aforementioned deadline. Hard copy and/or late bids will not be accepted.

The Public Work Invitation to Bid document is available for download through the City of Spokane's online procurement system <https://spokane.procurement.com>. Registration is required to view and download this solicitation. Solicitation documents will not be mailed, e-mailed, or provided in person.

It is the responsibility of Proposers to check the City of Spokane's online procurement system identified above for Addenda or other additional information that may be posted regarding this Request for Proposals.

Questions from potential Proposers will be accepted through the "Clarifications" tab under the associated project number in the online procurement system.

All Proposal documents shall be submitted electronically through the City of Spokane's online procurement system **no later than 1:00 p.m. on Monday, February 27, 2023**. Hard copy and/or late submittals will not be accepted. Proposals must be sent sufficiently ahead of time to be received by the required date and time. The City of Spokane is not responsible for Proposals submitted late.

The right is reserved to reject any and all Proposals and to waive any informalities.

Thea Prince  
City of Spokane Purchasing

Publish: February 1 & 8, 2023

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### REQUEST FOR PROPOSALS #5831-23 Human Resources and Personnel Complaint Investigatory Services

City of Spokane Human Resources

The City of Spokane is soliciting electronic Proposals for the above titled Request for Proposals.

**Proposal Submittal:** Proposals must be submitted electronically through the City of Spokane's online procurement system portal until **1:00 p.m. on MONDAY, FEBRUARY 13, 2023**. Hard copies, emails, and late submittals will not be accepted.

To view this solicitation and submit a Proposal, the Proposer must be a registered supplier on the City's online procurement system at <https://spokane.procureware.com>. Solicitation documents will not be mailed, e-mailed, or provided in person. Once registered, Proposers will also be added to the solicitation's notification list for changes and/or modifications via email.

Questions will be accepted through the procurement system in the "Clarifications" tab of the applicable solicitation number.

It is the Proposer's responsibility to check the City of Spokane's procurement system identified above for Addenda or other information that may be posted regarding this Request for Proposals.

The right is reserved to reject any and all Proposals and to waive any informalities.

**Public Bid Opening:** Sealed Proposals will be acknowledged and unsealed at the City virtual public bid opening meeting at 1:15 p.m. on **MONDAY, FEBRUARY 13, 2023**. For the link to attend virtually and the number to attend by telephone, visit the City's Purchasing website at <https://my.spokanecity.org/administrative/purchasing/>.

Connie Wahl, C.P.M., CPPB  
Senior Procurement Specialist, City of Spokane Purchasing

Publish: February 1 & 8, 2023

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**U.S. Pavilion Naming Rights Partnership (Re-Bid)**

Parks & Recreation Department

**#RFP 5836-23**

**REQUEST FOR PROPOSALS**

**Description:** The City of Spokane is soliciting electronic proposals for the U.S. PAVILION NAMING RIGHTS PARTNERSHIP

**Pre-bid Meeting:** Pre-bid meeting will be held on Thursday, February 16, 2023 at 4:00 pm in the Riverfront Park Pavilion Conference Room.

**Bid Opening:** Sealed electronic bids will be accepted until **Monday, March 20, 2023 at 1:00pm**. Bids will be publicly opened at 1:15pm. To participate in bid opening, please visit the City's website at <https://my.spokanecity.org/administrative/purchasing/> for the link to attend virtually and the number to attend by telephone. All bid responses must be submitted electronically through the City of Spokane's bidding portal at <https://spokane.procureware.com> before the aforementioned deadline. Hard copy and/or late bids will not be accepted.

To view this solicitation, access Plans and Specifications, and submit a proposal, you must first register in the City's bidding portal at <https://spokane.procureware.com>. Solicitation documents will not be mailed, e-mailed, or provided in person. Once registered, you will also be added to the solicitation distribution list for changes and/or additions via Addenda form.

Potential bidders are asked to post their questions on our bidding portal under the tab labeled "Clarifications" under the relative project number.

The right is reserved to reject any and all proposals and to waive any informalities in the bidding. Special attention will be directed to the qualifications of the proposer when considering this contract. **Only firm proposals with signatures will be tabulated.**

Thea Prince  
Purchasing Department

Publish: February 8 & 15, 2023

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